

**BY LAWS**

**Atlanta Metro Permit  
Technicians Association  
(AMPTA)**

**Article I**

**The name of this association shall be**

**Atlanta Metro Permit Technicians Association (AMPTA).**

**AMPTA shall be an affiliated chapter of the International Code Council (ICC).**

## Article II

### Purpose and Objectives

#### Section 1 - Purpose and Objectives of AMPTA shall be:

The goal of the Atlanta Metro Permit Technicians Association is to provide, support and promote education with the use of networking, certification, professionalism and recognition of its membership.

This association is organized....

- A. To apply knowledge and experience necessary for the protection of public welfare in areas relative to building safety.
- B. To support Building Permit Technician Vocational Certification programs and efforts to standardize the qualification and the professionalism of careers related to administration of building, land use and development regulations.
- C. To support, organize and participate in educational seminars and training programs relating to practices, procedures, administration and enforcement of permitting activities.
- D. To develop and promote the adoption of codes published or endorsed by the International Code Council and to assist in the development and promotion of uniform regulations and legislation pertaining to building construction.
- E. To promote the value and the recognition of permit technicians, to provide sufficient qualified personnel, to establish minimum standards, and to secure appropriate recognition and proper place in the administrative organization.

## Article III

### Membership

#### Section 1

The membership shall consist of members who are involved with the administration and the enforcement of building, land use, and other related development codes for any political subdivision or municipality.

## Section 2 - Membership classifications

- A. **Active Individual Membership.** An *Active Individual Membership* shall be anyone who is employed by a governmental entity and is actively engaged in the administration and enforcement of building codes and all related ordinances. A person shall be eligible to become an Active Individual Member upon the payment of membership dues, at the rate fixed by these by-laws. *An individual member shall not lose his or her membership due to retirement or unemployment.*
- B. **Agency Membership.** An Agency Membership shall be governmental agency involved with the administration of building, land use, and other related development codes of any political subdivision or municipality.
- C. **Corporate Membership.** A Corporate Member shall be an organization such as an association, society, testing laboratory, institute, university, college, company, manufacturer, or corporation interested in the purposes and the objectives of the AMPTA.
- D. **Special Membership.** Any application for membership not covered by this article shall be submitted in writing and shall be considered a special case and so handled by vote of the Executive Board.

## Section 3 - Membership Period

The membership period for all member classifications shall be for the fiscal year January 1 through December 31.

## Section 4 - Membership Dues

Annual Membership dues of the Association shall be reviewed at the annual business meeting and shall be established by a simple majority vote of the members in attendance.

- A. Dues shall be due and payable by January 1<sup>st</sup>. Dues not paid by March 1<sup>st</sup> are delinquent.
- B. Members delinquent in payment may be suspended by action of the Board of Directors and may be reinstated only by favorable action of the Board.

## Article IV

### Officers and Their Elections

#### Section 1 - General

- A. The elected officers comprising the Board of Directors of the Association shall consist of a President, a Vice-President/Secretary and a Treasurer. Any member in, good standing with Association, shall be eligible for any office. The officers shall be elected to a two (2) year term of office by the membership at the Association's annual meeting. Officers shall serve until the next annual meeting and election, or until their successors are appointed by the President to serve an unexpired term.
- B. Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for in the approved budget. All books, funds, and supplies belonging to the association shall be relinquished to the new officers by the retiring officers immediately upon leaving office.
- C. All financial matters and binding agreements shall require (2) signatures; only elected officers shall have the authority to sign.
- D. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless excused by the presiding officer.
- E. Three (3) members of the Board of Directors shall constitute a quorum for a meeting.
- F. All standing committee chairs are to be present at all regular Board of Directors meetings to give reports of the respective committee activities.

#### Section 2 - Vacancy

In the event a vacancy is created in the Office of the President, the Vice-President shall immediately vacate her/his office and assume the Office of the President, and at which time the Board of Directors shall have the authority to fill the vacancy of Vice-President until a regular election can be held.

### **Section 3 - Board Members**

**Any member of the Board of Directors who fails to maintain active AMPTA membership shall automatically forfeit his or her office. Any member of the Board of Directors may be removed for just cause by a two-thirds majority vote of the members present at quorum meeting of the Board of Directors. The removal of a member of the Board of Directors shall be mandatory when he/she has missed three consecutive meetings of the Board of Directors upon recommendation of the President. The member in question shall be given 20 days notice of such action and shall be afforded a hearing before the Board of Directors.**

### **Section 4 - Reserved**

### **Section 5 - President**

**The President shall preside over all meetings of AMPTA, including but not limited to regular or special called meetings of the association and meetings of the Board of Directors. The President shall be the principal executive officer of the organization and subject to the control of the Directors, shall supervise and control all the affairs of AMPTA, and shall perform all duties incidental to the office of President, and such other duties as prescribed by the Directors from time to time.**

### **Section 6 - Vice-President**

**The Vice-President shall perform the duties of the President in the absence of the President. The Vice-President shall assist the President in the administration of the affairs of AMPTA, contact potential new members, act as parliamentarian and perform other duties as assigned by the President or the Board of Directors.**

### **Section 7 - Secretary**

**The Secretary shall preside at meetings in the absence of the President and Vice-President. The Secretary shall be responsible for recording the minutes of all meetings associated with AMPTA, including but not limited to regular or special called meetings and Board of Director meetings. The Secretary shall transmit copies of the official minutes of such meetings to the Board of Directors and AMPTA members.**

## **Section 8 -Treasurer**

The Treasurer shall maintain accurate records of the business affairs of AMPTA and account to the Board of Directors for all funds of AMPTA. Quarterly financial statements shall be presented to the Board of Directors at each Board of Directors meeting. The membership shall receive a copy of the financial statement upon request. Upon expiration of term, all records and funds of AMPTA shall be delivered to the Treasurer's successor. The Treasurer shall sign all checks upon written approval of the President.

President, Vice-President, Secretary and Treasurer shall be elected for a two year term with rotating schedules (Vice-President and Secretary will be up for re-election one year and the following year will be the President and Treasurer). Elections will be held in December of every year and any newly elected officials will assume duties the first Quarterly meeting of the New Year. To be eligible for the office of President or Vice-President, a person shall be in good standing with the association.

A vacancy in the office of the President shall be filled by the Vice-President. A vacancy in any other elected Office position shall be filled by a majority vote of the Board of Directors to serve for the unexpired term.

Any member of the Board of Directors who fails to maintain active AMPTA membership shall automatically forfeit his or her office. Any member of the Board of Directors may be removed for just cause by a two-thirds majority vote of the members present at a quorum meeting of the Board of Directors. The removal of a member of the Board of Directors shall be optional when he/she has missed three consecutive meetings of the Board of Directors and upon recommendation of the President. The member in question shall be given 20 days notice of such action and shall be afforded a hearing before the Board of Directors if requested.

## **Section 9 - Reserved**

## **Section 10 - Concurrent Officers**

Members may hold more than one (1) elective office at any one time and elected officials may serve on committees as needed; however, dispersion of elected officials and committee members is encouraged.

## Article V

### Meetings

#### Section 1 - Regular Meetings

All meetings shall be held at such time and place as may be approved by the Board of Directors or shall be called at the written request of representatives of not less than one-third (1/3) of the active individual and retired members. All members shall be given not less than thirty (30) days written notice of any regular meeting. Email notification shall serve as proper written notice.

#### Section 2

Special called meetings may be scheduled by the President at the discretion of the Board of Directors or shall be called at the written request of representatives of not less than one-third (1/3) of the active individual and retired members. All members shall be given not less than thirty (30) days written notice of any special called meeting. Email notification shall serve as proper written notice.

#### Section 3

The Board of Directors shall meet, as scheduled; to organize and transact such business as may be necessary. The Board of Directors shall additionally meet at such other times called by the President or upon the request of two (2) members of the board of Directors.

## Article VI

### Administration

#### Section 1

There may be an Executive Secretary appointed by the Board of Directors who shall serve at the pleasure of the Board and whose compensation shall be fixed by the Board. The Board shall enter into a contract with the Executive Secretary for his or her services. The Executive Secretary may be dismissed for dereliction of duties as prescribed in their contract with AMPTA.

#### Section 2

The Executive Secretary shall act as the technical coordinator for AMPTA, including but not limited to assisting as needed at general and Board of Directors meetings, educational seminars and training, conferences, legislative assemblies, public hearings and the like which are relevant to the purposes and objectives of AMPTA. The Executive Secretary shall act as custodian of all assets and properties owned or in the possession of AMPTA. The Executive Secretary shall be an ex-officio non-voting member of all committees

and shall attend committee meetings and keep minutes of proceedings if requested by the committee chairman. The Executive secretary shall have such authority and perform such duties as are in these by-laws, and as the President or Board of Directors may additionally assign.

### Section 3

The President may designate the Executive Secretary or any other active individual or retired member to represent AMPTA at educational seminars and training, conferences, legislative assemblies, public hearings and the like which are relevant to the purposes and objectives of AMPTA. Expenses for this representation may be reimbursed with the authorization of the Board of Directors.

### Section 4

The President may appoint and register an active individual or retired member to serve as a legislative lobbyist. Expenses for this representation may be reimbursed with the authorization of the Board of Directors.

## Article VII

### Committees

#### Section 1

AMPTA shall have the following standing committees that will conduct biannual meetings, one in the spring and one in the fall. Phone and email conferences shall serve as official meetings, with the exception of the last meeting of the year being in person, prior to regular AMPTA meetings:

- A. Education, Training / Planning Committee
- B. Bylaws Committee

#### Section 2

The Education, Training / Planning Committee shall be composed of one to three (1-3) AMPTA members whose duties shall be to schedule and maintain education / training speakers or instructors for all regular meetings of the association.

The Education, Training / Planning Committee shall elect a chairman to lead the affairs of the committee and to cast a tie breaking vote when necessary.



### Section 3

The By-Laws Committee shall be composed of one to three (1-3) AMPTA members whose duties shall be to receive, edit and review proposed amendments to the association By Laws. Committee reports and recommendations shall be submitted to the Board of Directors, for review, 30 days prior to the meeting at which the proposed amendments will be heard.

The By-Laws Committee shall elect a chairman to lead the affairs of the committee and to cast a tie breaking vote when necessary.

### Section 4

All appointments to the standing committees and any other association committee shall be made by the President. The committee members shall serve for two years unless otherwise approved by the Board of Directors.

## Article VIII

### Annual Dues

#### Section 1

The annual dues for membership in AMPTA shall be as follows:

- A. Active Individual Membership: \$35.00
- B. Agency Membership: \$50.00
- C. Corporate Membership: \$75.00
- D. Special Membership \$50.00

#### Section 2

Dues shall be collected by the Treasurer and held in readiness for use by the AMPTA. Expenditures from these dues shall be made by the check signed either by the President or Treasurer.

#### Section 3

Annual membership dues are due on January 1 of each calendar year. Any existing member whose dues are not paid by March 1<sup>st</sup> shall be considered not to be in good standing and shall not be entitled to receive the benefits of membership. A late fee shall be assessed for payments received after March 1<sup>st</sup>. Membership dues received after March 1<sup>st</sup>. shall be double the annual dues as per the membership classification.

New members shall be accepted at any time during the year. New memberships paid between December 1<sup>st</sup> and the end of the year shall be charged the full membership rate but shall include membership for the following year as well.

#### Section 4

AMPTA shall operate as a non-profit association.

### Article IX

#### Liability

#### Section 1

There shall be no personal, individual, or other liability whatever on the part of any member of AMPTA either for debts of AMPTA, or for any commission or omission of acts by AMPTA or of any AMPTA officer, agent or employee thereof.

### Article X

#### Auditing and Reports

#### Section 1

The Board of Directors shall receive an annual report from the treasurer of all monetary and physical assets by the first bi-annual meeting of the New Year, for the preceding year.

#### Section 2

The fiscal year of AMPTA shall be from January 1 through December 31 of each calendar year. The initial year the association is formed, the fiscal year shall be from the date of association formation until December 31 of the calendar year, unless otherwise approved by the Board of Directors.

### Article XI

#### Business of Quarterly Meeting

#### Section 1

At regular meetings the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- 1) Registration of members and roll call of officers
- 2) Pledge of Allegiance
- 3) Invocation
- 4) Approval of minutes of the last meeting
- 5) Opening remarks
- 6) Old Business

- 7) **New Business**
- 8) **Reports by Officers and Committees**
- 9) **Vote on Recommendations**
- 10) **Election of Officers**
- 11) **Appointment of Committees**
- 12) **Program**
- 13) **Adjourn**

## **Section 2**

**At meetings of the Board of Directors, the order of business, unless otherwise directed by the majority vote of those present, shall be as follows:**

- 1) **Call to order**
- 2) **Approval of minutes of last meeting**
- 3) **Old business**
- 4) **Report of the Committees**
- 5) **Report of the Treasurer**
- 6) **Report of the Secretary**
- 7) **Report of the Vice-President**
- 8) **Report of the President**
- 9) **New Business**
- 10) **Adjourn**

**Article XII**

**Amendments to By-Laws**

**Section 1**

The association by-laws may be amended by a two-thirds (2/3) vote of the active individual and retired members present at any regularly scheduled meeting, after thirty (30) days written notice to all active individual and retired members. Email notification shall be proper written notice.

**Article XIII**

**History**

These association by-laws have been adopted / amended on the dates listed below.

**Article XIV**

**Rules of Order**

**Section 1**

In the business of any meeting, either in general session or committee meetings, Roberts Rules of Order shall govern with respect to all questions of a parliamentary nature.

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**Acknowledgement**

These by Laws of the AMPTA are true and correct, reflecting the approval of the Board of Directors and AMPTA membership, and are effective as of the date signed below.

\_\_\_\_\_  
**President**

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**Date**